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# WIE CONSTITUTION

2019-2020

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## **PART A: General Provisions**

### **1. Definitions in the bylaws**

WIE or society: Women in Engineering

University: Concordia University

Academic Year: Academic year of the University

VP: Vice-President

Executive Member or Exec: Any member of the Executive Body

Member: Regular and Associate Members

### **2. Mandate**

Women in Engineering aims to provide female engineering and computer science students with academic, social, and professional support along their educational path at Concordia University.

WIE's goal is to encourage their involvement in various competitive teams and social events of Concordia University's Engineering & Computer Science Association and those professional societies advocating their respective disciplines.

We endeavour to promote a culture of inclusiveness and provide a nurturing atmosphere that will foster the growth of members' professional, academic, leadership, and social skills.

Women in Engineering does not discriminate and is open to all genders.

The objectives of WIE include but are not limited to the following initiatives:

- Stimulate and develop programs that increase participation of women in the field of engineering
- Increase the number of female students studying engineering and computer science at the undergraduate level
- Increase our members' involvement in the engineering community at large
- Promote the professional development and academic achievements of our members
- Provide networking and other progressive social activities
- Promote engineering to elementary, high school, and CEGEP levels

### **3. Membership**

WIE will be responsible for a member base, for whom all events will be designed, though these events will be open to all ENCS Student.

A member of WIE is:

- An ENCS undergraduate student
- Regularly notified of all upcoming WIE events
- Enrolled by signing up for our mailing list

A member can leave WIE by requesting to be removed from the mailing list.

## **Responsibilities of the Members**

Members, in their words and actions, must abide by the University's Code of Conduct both on campus and when representing the University elsewhere.

## **PART B: Executive Body**

### **1. Composition**

There shall be an Executive Body of WIE which shall be composed of the following:

- A. President
- B. Vice President of Internal Affairs
- C. Vice President of Financial Affairs
- D. Vice President of Social Affairs
- E. Vice President of Academic Affairs
- F. Vice President of Outreach
- G. Vice President of External Affairs
- H. Vice President of Marketing
- I. Vice President Webmaster and Social Media
- J. Chair

### **2. Mandates**

#### **A. President**

- i. Attends ECA council meetings
  - a. In case of obligatory absences, must find a replacement.
- ii. Enforces the society's mission statement and make changes to it if necessary
- iii. Is a co-signatory on all cheques and requisitions
- iv. Leads and oversees the strategic direction of the Executive Body
- v. Ensures the proper distribution of responsibilities across the Executive Body
  - a. Enforce executive's duties
  - b. Ensuring tasks get done
- b. Chairs bi-weekly Executive meetings which can be conducted in-person or online
- c. Ensures meetings are run as efficiently as possible
- d. Creates and shares agenda with members before meetings

#### **B. VP Internal**

- i. In charge of all room bookings for meetings and events
- ii. In charge of correspondence with the WIE team
- iii. Responsible for taking minutes during every meeting and send out a summary

- e-mail to all board members
- iv. Ensures the sustainability of the group
- v. Organizes and maintains the Google Drive for the academic year
- vi. Help the president with their day-to-day tasks

**C. VP Finance**

- i. Keeps a detailed account of all transactions
- ii. Creates preliminary budget at the beginning of the mandate
- iii. Enforces budgetary limitations
- iv. Makes budgetary requests to the ECA
- v. Is a co-signatory on all cheques and requisitions
- vi. Keeps an archive of all receipts and relevant documentation
- vii. Completes final yearly financial report

**D. VP Social and VP Academic**

- i. Stays up to date with all events happening within Concordia University
  - i. Obtains tickets for WIE members when appropriate (ie. RnD)
- ii. Plans all social/academic events hosted by WIE and WIE's part in ECA Events (Beach Day, Lizard Lounge, Plant tours etc.)
  - i. Buys tickets and paraphernalia
  - ii. Responsible for logistics of social events and academic events
  - iii. Delegates tasks to volunteers and members for social events

**E. VP Outreach**

- i. Creates programs to promote engineering to younger demographics
- ii. In charge of organizing and scheduling outreach events
- iii. In charge of contacting schools and any possible Outreach communities
- iv. In charge of all documentation and logistics related to general outreach operations
- v. In charge of gathering all outreach directors and volunteers
  - i. Delegates individual tasks to them

**F. VP External**

- i. Responsible for maintaining relations with other Women in Engineering Associations across Canada (POWE McGill, Wise, NCWIE, SWE, other conferences, etc.)
- ii. Works with external organisations to build long-term relationships
- iii. Organizes at least one professional development or academic enrichment event per semester
- iv. Keeps track of deadlines and apply for all necessary internal sponsorships
- v. Keeps a list of all the internal and external sponsorships that have been applied to, with links to the appropriate documentation to share with future VP External

**G. VP Marketing**

- i. In charge of designing posters, banners and all other marketing paraphernalia
- ii. Collaborates with VP Webmaster and Social Media to market the society's events to fellow students

- iii. Upkeeps the image of the society, ensuring the overall image is consistent
- iv. Regularly finds ways to promote the society and its image
- v. Promotes social, academic, and outreach events at the request of and in collaboration with VP Social, VP External & Sponsorship, and VP Outreach, respectively

#### **H. VP Webmaster and Social Media**

- i. Maintains and creates a functional website
- ii. Creates Facebook events and maintain the Facebook page
- iii. Advertises events on social media (Twitter, Facebook, Instagram)
- iv. Works with VP Marketing to perform graphic design tasks where necessary
- v. Ensures the website information is accurate and up-to-date
- vi. Gathers pictures of every WIE event and post them to the website and social media sites
- vii. Responsible for writing and sending out WIE newsletters to those who are subscribed and to the ECA to appear on ECA's newsletters

#### **I. Chair**

- i. The chair of the executive council is to be appointed by the executive committee before the end of the term of office.
- ii. The chair will protect the integrity of the executive council's process, represent the executive council to outside parties and speak for the executive council.
- iii. To chair the council's meetings.
- iv. To build an effective council with the necessary skills and capabilities.
- v. To lead the council members and develop them as a cohesive and effective team.
- vi. To assist council members' understanding of their role, responsibilities and accountability.
- vii. To ensure interactive participation by all council members.
- viii. To manage the evaluation of the performance of the President and Senior Vice-President and the council.
- ix. To ensure that the council is compliant with the requirements established by WIE.
- x. To be cosignatory of the cheques, if selected.

### **3. Team of Directors**

Each executive may have one or more director, as needed.

These directors will be part of the board of representatives, herein known as the WIE team.

The WIE Team:

1. Are voting members of the executive body during meetings, this does not include voting during elections
2. Shall be composed of engineering and computer science students
3. Is responsible for helping their designated executive with their tasks
4. Represents WIE in accordance with this Constitution
5. Are invited to WIE Meetings as necessary

**A. Director Selection Process:**

Each executive will be responsible for selecting their director(s) through an interview process and the chosen director(s) must be voted in by the Executive Body.

**B. Director Removal from Office:**

A director may be removed from office by a two-thirds (2/3) majority vote in meeting called for that purpose by the Executive body.

**4. Term Details**

The term of office shall end on April 30<sup>th</sup>, and begin on May 1<sup>st</sup>.

Any appointed member of the Executive Board may be removed from the office in either of the following ways:

- A majority vote of the Executive Board upon the recommendation of the President
- A two-thirds (2/3) vote of the Executive Board without the recommendation of the President

**A. Impeachment**

Impeachment of an Executive Member should be done by a minimum two-thirds (2/3) majority vote.

- a. Impeachment should be announced to the membership
- b. All impeachment procedures must be observed by a member of the ECA
- c. Three (3) warnings must be issued to the executive, as well as physical proof of dereliction of duties, breaking of by-laws, or activity deemed unfit by the University code of conduct.

**B. Resignation**

- i.** Any Executive who wishes to resign from their position may do so by sending a written notice to the executive body. The Executive Members are free to interview for the newly opened position once the written notice from the former executive member has been received.
- ii.** Any resigning Executive Member shall give a two weeks' notice in order to allow the Executive Body to find a suitable replacement.
- iii.** The resigning Executive Member shall hand over any material related to the Society, as well as relinquish any access given to them by the Society.

**PART C: Meetings**

Meetings will be held at regular intervals as deemed necessary by the President, and will be attended by executives, directors (as necessary), and members.

Each WIE meeting shall:

- have an agenda written and made available for editing to all executives at least 3

days prior to the meeting

- be documented in the form of minutes (taken by the VP Internal), that shall be made available to all executives through the Drive

**A. Quorum**

- a. The quorum for a meeting shall be set at a 65% minimum of the current executive body.

**B. Chairing of Meetings**

- a. All meetings of the Executive Body shall be Chaired by the President

- i. In the case of their absence, Chair shall be chosen from within the Executive Members present.

**C. Voting Rights**

- a. All members of the Executive Body have equal voting rights. In the case that a position is held by more than one member, only one vote must be submitted. In the result of a tie in votes, the motion shall be deemed defeated. Members of WIE shall have no voting rights.

**D. Secretary of Meetings**

- a. All meetings of the Executive Body shall be recorded by the VP Internal

- i. In the case of their absence, a Secretary shall be chosen from within the Executive Members present.

**E. Agenda**

- a. The Agenda for a meeting shall be released 3 days before the start time of the meeting.

- b. The content of the Agenda shall reflect current issues that need to be discussed and shall be gathered from the Executive Members.

**F. Attendance**

- a. All executive members must attend meetings. Failure to do so will result in a warning issued to the Executive.

- b. An executive may be excused from a meeting due to one of the following:

- i. A University exam prior to the scheduled meeting occurring on the same day

- ii. An emergency or any medical issues impeding the Executive from going to school

**PART D: Elections**

The elections of WIE shall be held every year at the end of April. Elections shall follow a timeline such that the candidates have ample time for preparing a speech or letter of intent.

**A. Nomination of the Executive Body**

- i. Nominees must have a first and, optionally, second choice for positions, returning Executives included.
- ii. A maximum of two people may apply together as co-executives for one position.

## **B. Eligibility**

- i. Anyone who was a WIE member during the past academic year is eligible to nominate themselves for a position on the executive body.
- ii. Must present a short speech or letter of intent describing their aptitudes and reasons for wanting to become an executive.

## **C. Selection of Executive Body**

Note that a WIE member running unopposed for a position does not guarantee their selection for the position.

### **i. Presidential Election**

#### **1. Eligibility**

1. Be part of the executive body for at least a year

#### **2. Selection**

1. The selection of the president shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus.
2. Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
3. All Directors and Members of WIE shall have no voting rights in the election.

### **ii. Executive Body**

#### **1. Selection**

1. The selection of an executive shall be done by the previous executives through an open interview process, followed by a closed debate which must end with a consensus.
2. Each executive must re-apply and be re-elected on a yearly basis if they wish to hold their position again
3. The returning executive cannot attend the voting procedure and the discussion surrounding their re-appointment to their position.
4. All Directors and Members of WIE shall have no voting rights in the election.

### **iii. The WIE Directors**

1. Refer to Section 3 Part A.

## **Amendments**

In order to make amendments to this constitution:

- The proposed amendment must be subjected to a majority vote at an executive meeting, after having been discussed.